



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 11, 1976	1. Agency Address Department of Human Resources Division of Mental Health & Mental Retard. Mental Retardation Section 47 Trinity Avenue, Rm. 542-H Atlanta, Ga. 30334	Application Number 76-275	Date Received JUN - 9 1976
Application Number DHR-59		Date Completed AUG 10 1976	
2. Person to Contact Budd Hughes		Working Title Assistant Division Director	Telephone Number 656-6370
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973	Latest Present	5. Records Series Title (followed by title used in office, if different) Mental Retardation Group Home Program Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health & Mental Retardation administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism, and training and research program. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. The Mental Retardation Section is one of the programmatic sections of the Division of Mental Health and Mental Retardation. The Mental Retardation Section offers specialized services (primarily focusing on the mentally retarded within the I Q range of 0-55) administered through a comprehensive system of institutional and community service programs. The specialized services are provided through the following major programs; 1) Day Training and Work Activity Programs, 2) Group Homes, 3) Institutional Services, 4) Family Care Homes and 5) Foster Grandparent Programs.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: receiving and reviewing proposals for the establishment and administration of Group Home Programs. Included, but not limited to are: proposals in narrative format describing the need for the program, costs and recommended services to be performed, monitoring and program evaluation reports as required by Federal and State regulations to record adherence to guidelines and standards, client information and statistical reports and similar and related supporting documents. File is arranged: alphabetically by county; thereunder alphabetically by name of program.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <i>Certain information found in Department Annual Report.</i>
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>Certain information found in monthly, yearly summary reports.</i>
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Group Home</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Based on previous reference experience a 5 year retention period is needed.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>S. Budd Hughes</i>	<i>7/7/76</i>	<i>William J. McDonald</i>	<i>6-19-76</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	<i>8-6-76</i>
		Secretary of State/Designee	<i>8-4-76</i>
		Attorney General/Designee	<i>8-9-76</i>